

**MINUTES**  
**SHARON BOARD OF SELECTMEN**  
January 6, 2015

The meeting of the Sharon Board of Selectmen was called to order in the Selectmen's Meeting Room at Sharon Town Hall at 7:00pm with Chairman William A. Heitin, Clerk John J. McGrath, Selectman Walter B. Roach and Town Administrator Fred Turkington.

**One-Day Liquor License – January 10, 2015**

Applicant Gary Sullivan explained that the event is a private party. Insurance has been obtained, they have a certified bartender and a detail officer will be present.

**MOTION:** To approve the one-day liquor license request  
(Roach – McGrath) 3-0 **PASSES**

**Cell Tower Lease Revenue Assignment Agreement**

Mr. Turkington explained that the Town worked with Town Counsel and Crescendo Capital Trust on an agreement, as they were the only vendor that complied fully with the requirements of the RFP. Under the agreement, the town will receive \$2.5 million; half of which will go to the Water Department and the other half to the General Fund. Additionally, the Town will receive 50% of any future modifications/extensions of cell tower contracts.

**MOTION:** To accept the cell tower lease revenue assignment agreement between the Town of Sharon and Crescendo Capital Trust and authorize the Town Administrator to sign the agreement  
(Roach – McGrath) 3-0 **PASSES**

**MOTION:** To award contract to Crescendo Capital Trust as the preferred vendor  
(Roach – McGrath) 3-0 **PASSES**

**Diane Malcolmson – Animal Control – FY2016 Budget**

Ms. Malcolmson explained that she has been doing this job since 1990 and is a Certified Animal Control Officer. She presently works 25 hours/week and noted that part-timers and fill-ins were hired instead of making her position full-time. She is available at any time; nights/weekends. She tries to work with residents on animal control issues instead of bringing them before the Board in the form of a public hearing. She works closely with the Health Department regarding conditions in homes and the impact on animals. She works with the Town Clerk's Office to ensure that dogs are licensed and that kennels are licensed. She is responsible for all clerical duties related to her job and is knowledgeable about animal diseases.

With respect to her budget, it is level services and includes a 2% cost of living increase for staff and a larger clothing allowance for boots, winter jacket and rain gear. The remainder of the line items are level funded. They are four fill-ins, and the police are notified who is on duty.

**Police Chief Joe Bernstein – Police – FY2016 Budget**

Chief Bernstein noted the recent passing of Harold "Hap" Donovan and spoke highly of him. He was an institution in the Police Department and in the Town of Sharon.

He noted that this is the second year that there have been zero external, formal complaints against the Sharon Police Department.

The FY16 budget funds all authorized personnel which includes thirty-one full time sworn officers, three full-time and several part-time/fill-in dispatchers to provide 24/7 dispatching services, one full time civilian administrative position and one part-time clerk, crossing guards to cover five locations, and several Special Police Officers who volunteer their services and also work paid traffic details. Currently one full-time officer is attending the academy which started in September and we are in the process of hiring two others with hopes of securing an academy starting in March 2015. All contracts are open at varying levels at the end of FY15 with the exception of the Superior Officers (2 Lts.) Two initiatives the Chief would like to see addressed are staffing levels and an education incentive program.

Chief Bernstein explained his budget and commented that it's a level funded budget. Roughly 93% of his budget is personnel. Due to a change in staffing, the salary line item was reduced by \$19,000, but the phone line item was increased due to the police department is on its own system. He commented that the detectives utilize laptops for their investigations and that technology has a monthly fee. Contract negotiations have not been settled, so the budget before the Board does not reflect any changes due to the negotiations.

#### **Fire Chief Jim Wright – Fire – FY2016 Budget**

Chief Wright said that his department responds to fire and medical calls. They have a host of other responsibilities, including inspections and fire safety education programs in the schools and with the elderly.

His primary budget is level services – it's a 1.5% increase, which doesn't include for administrative staff salary increases. He is requesting an additional weekday staff officer position, and this person will primarily be tasked with fire inspection and training.

Chief Wright explained that currently, the Shift Captains, Deputy, and occasionally the Chief conduct smoke detector and carbon monoxide inspections of all homes that are sold as required by MGL Ch 148. There are currently six (6) different code variations on where and what type(s) of smoke and carbon monoxide detectors are required. Although the department has trained personnel and regularly discuss requirements, having seven (7) different people interpret the code requirements causes inconsistencies. Having one primary inspector with one or two backup inspectors will first and foremost provide consistency in code compliance and better customer service. Just as important is the need to free up the Shift Captain to manage shift operations which is their primary function.

This position would also conduct oil burner inspections, commercial building inspections and building permit inspections. This position would also assume the role of the Training Officer which is currently and extra duty assignment of a Shift Captain and most often completed on overtime. This will significantly enhance the training program to allow for consistent delivery of fire and ems training. Currently many training activities are conducted by each Shift Captain allowing for four different implementations of the training subject.

He explained that the Administrative Assistant is charged with payroll, ambulance billing and various other reports. All other administrative issues are left to the Chief or the Deputy, so one additional staff officer position will help tremendously. Mr. Turkington explained to the Board that he asked staff to provide a level service budget and request any additional personnel.

Selectman Roach asked how effective the ambulance billing collection process is. Chief Wright replied that the last time he looked, we are at approximately 80%.

## **Review & Approve Consent Calendar**

- I. Vote to accept regular minutes of December 18, 2014
- II. Vote to open the warrant for the May 4, 2015 Annual Town Meeting on Wednesday, January 7, 2015 at 8:30am and close the warrant on Thursday, January 29, 2015 at 4:30pm
- III. Vote to approve the banner request from the Sharon Historical Society for June 8-15 in the first position to highlight their Yard Sale
- IV. Vote to approve the banner request from the Council on Aging for January 19-26, 2015 in the second position and for March 9-16 in the second position to highlight the Lakeside Gallery exhibits

**MOTION:** To approve the January 6, 2015 consent calendar  
(McGrath – Roach) 3-0 **PASSES**

## **Town Administrator's Report**

The Town Administrator reported the following:

- The FY16 budget is taking shape and we are approximately \$250,000 off from a balanced budget. Since we are self-funded for health insurance, we are looking at a level-funded insurance line item, as we have had good claims experience. The lump sum cell tower revenue is helpful but we will have to figure out how to cover the shortfall from no longer receiving the monthly cell tower revenue.
- He explained that the Recreation Department is seeking to reinstate a position that was cut several years ago; the funding for this position would half come from the program revolving account and the remaining half from the General Fund. He is seeking a Facility Manager to manage public buildings and increasing the human resources capacity by utilizing existing staff. He pointed out that the IT department is centralizing some technology purchasing, so his budget will be larger than in year's past, but other department's budgets will be decreased in those line items as a result.
- At the Board's February 3 meeting, the Board will be asked to discuss fees for facility use at the Community Center, as well as the beach bees.
- Beverly Anderson is the new Health Administrator and began on January 5.
- He will be conducting performance reviews for the executives in the coming weeks.
- The Capital Outlay tour is scheduled for January 17.
- Thanked Jen Austrino in her hard work in getting the Crescendo agreement together.

## **Topics not reasonably anticipated forty-eight hours in advance of the meeting**

Selectman Roach said that Southeastern Regional Vocational Technical High School made and donated three large signs for the Sharon 250<sup>th</sup>. The Committee would like permission to have the sign attached to the front of Town Hall.

**MOTION:** To hang the sign on the front of Town Hall  
(McGrath – Heitin) 3-0 **PASSES**

Chairman Heitin noted that the Board has not yet made a decision as to an appointment to the Board of Health.

John Hansen, 25 Apple Valley Drive, is a board member of the MacIntosh Farms. They are concerned about the switching station on Canton Street and wants to reiterate the concern and objection of the prospect of the switching station. Chairman Heitin suggested that Mr. Hanson work first with Mr. Turkington.

## **Adjournment**

**MOTION:** To adjourn at 7:48pm  
(Heitin – Roach) 3-0 PASSES